

**Job Title: PSYCHIATRIST**

Department /Office: Hopi Guidance Center
Reports to Whom (title): HGC Director
Salary / Hourly Range: 70
Job Classification Code: 8833
Level of Background Check: 1B
FLSA Status: Exempt; Full-time
Driving Required: Yes, As Required

JOB DESCRIPTION:

The work includes varied duties involving related steps, processes or methods regarding patient care, confidentiality, and IHS operations. Decisions regarding what needs to be done require the incumbent to recognize the existence of and differences among several alternatives and to conduct analysis of the subject, phase or issues involved.

SCOPE:

This position is responsible for providing clinical services and supervision and consultation to all Hopi Guidance Center (HGC) programs by performing outpatient psychiatric services (i.e., assessments, treatment, guidance, psychotherapy) within applicable psychiatry standards, and adherence to tribal, federal, and state policies and procedures.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides general clinical oversight and supervision for HGC behavioral health service staff including the conduct of weekly peer review sessions; identifies additional behavioral health needs and takes part in contributing to thoughtful workable solutions to upgrade both the scope and quality of service delivery (e.g., neurodevelopmental assessment and attendant treatment; evaluating treatment outcomes and effectiveness).
2. Performs diagnosis based on DSM-IV, TR, performs assessments, develops and reviews treatment plans for patients with mental, emotional, and/or behavioral disorders and/or problems; documents, charts and prepares timely reports as required.
3. Reviews and approves/disapproves decisions for inpatient and residential treatment and placement, oversees provision of psychotropic medications as needed including prescriptions and medical management. Provides family, individual and group therapy, as appropriate.
4. As appropriate, provides forensic service to the court, jail, and juvenile detention center, performs consultation services, and attends court hearings regarding involuntary commitments. Participates in collaborative MDT, GAT and ICAJ meetings.
5. Networks with a wide range of agencies and tribal departments integral to the delivery of integrated behavioral health service delivery including school/educational institutions, Indian Health Service, and the Bureau of Indian Affairs.
6. Responsible for developing and facilitating a tele-behavioral, tele-psychiatry conferencing capability with a spectrum of staff and agencies on and off the Hopi Reservation.
7. Provides periodic formal and in-service trainings and seminars to HGC staff and personnel with other agencies according to targeted needs and interests.
8. Maintains strict standards of confidentiality as identified by the mental health and substance abuse profession, federal confidentiality as identified by the mental health and substance abuse professions, federal confidentiality requirements of drug and alcohol treatment, HGC policies and procedures, Northern Arizona Regional Behavioral Health Authority (NARBHA) policies and The Joint Commission (JCAHO) standards.
9. Perform other related duties to achieve the scope of the work, goals & objectives and funding obligations.

PERSONAL CONTACTS:

The incumbent maintains daily contacts are with employees within/outside the immediate work area, supervisor, patients, Indian Health Services (IHS), Bureau of Indian Affairs (BIA), NARBHA, JCAHO and the general public. The purpose of these contacts is to exchange factual information, provide consultation, services and assistance, coordinate work efforts, and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work may extend beyond the normal eight (8) hour daily schedule and will require the incumbent to maintain a flexible schedule to meet the demands of this job classification. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education: M.D. in Psychiatry from an accredited School or Medicine.

AND

B. Training: Successful completion in Psychiatric residency training program;

AND

C. Experience: Six (6) years work experience practicing psychiatry and clinical experience in community mental health and managed care.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of JCAHO, IHS and applicable federal and state standards for mental health.
- Knowledge of the principles, techniques, and trends in psychiatry.
- Knowledge of and appreciation for American Indian culture and traditions in the application of treatment practices.
- Knowledge of the socio-economic and cultural environment of the Hopi Reservation.

B. Skills:

- Excellent in verbal and written communications
- Exceptional in developing timely professional reports, treatment plans, and other clinical documents
- Excellent in analyzing results.
- Excellent skill in human and public relations

C. Abilities:

- Ability to write patient progress notes and reports.
- Ability to interpret and comply with NARBHA, JCAHO and HGC policies and procedures and all applicable federal and state regulations and requirements.
- Ability to maintain strict confidentiality of all client information.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy:
2. Eligible to become Board certified/accredited in Psychiatry with the State of Arizona.
3. Must have a current and full licensure as a Psychiatrist or board certified to practice Psychiatry; may include other licenses permitted by law to provide patient care services independently.

CONDITIONAL APPOINTMENT:


1. This position requires a valid Arizona Driver's License and successful completion of the Hopi Tribe's Defensive Driving Course.

REVIEWED BY: _____


Department/Office Hiring Authority

4/5/12
Date

APPROVED BY: _____


Director of Human Resources

4/5/12
Date PD Certified